



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Services Representative 4 [Classified Competitive]			Salary A18 \$45,053.25-\$63,537.63
Posting Number 180-17	Position Number 946586	Number of Positions 1	Posting Period * From: 10/10/17 To: 10/24/17
Location: Office of Vital Statistics & Registry 369 S. Warren Street, Trenton			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Reports to Records Modifications Manager, and is the subject matter expert in the area of records modifications. Functions as the team lead to other staff members in the unit. As assigned, process customer requests received by mail for record modifications. Review and accept amendments to New Jersey vital record events from assigned counties as submitted by local registrars, attorneys, the courts and the general public for administrative amendments and in response to a court action. Upon completion of an amendment updates the corresponding electronic vital record and issues certified copies. All requests shall be processed in accordance with established policies, procedures and applicable State statutes. Prepare new birth certificates following legitimations, adoptions, legal name changes and gender re-assignment requests. Process requests for dual citizenship. All supporting documentation must be thoroughly examined for completeness, accuracy and compliance with the law. Completed or delinquent requests are to be mailed to requestor within a specified time frame. Prepare correspondence to the general public, local registrars, attorneys, judges etc, to communicate delinquencies with request and disposition of request. Speak on phone to the general public, local registrars, attorneys, judges etc, to communicate delinquencies with request and disposition of request.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EXPERIENCE: Four (4) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTMA@doh.nj.gov</i> • Mail the required documents to: Jill Velez, Executive Assistant 3 Management and Administration Reference Posting #180-17 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • State of NJ Employment Application (nj.gov/health/forms/dpf-663.dot). <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.